



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

PREFERRED NAME POLICY FOR STUDENTS

Policy # AA.001.1

Provost and
Assistant Vice
President for
Academic Affairs

Responsible Executive:

Responsible Office: University Registrar

Originally Issued: 4/26/2022

Latest Revision: 4/26/2022

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I. Policy Statement

Many members of the University of Louisiana at Lafayette (“University”) community utilize a first name in their day-to-day lives that differs from their Legal Name. Examples include individuals who utilize a middle name instead of a first name, an anglicized name, a name that better represents the individual’s gender identity, or a stage or performance name.

The University strives to provide a welcoming and inclusive learning and working environment to Students. As such, the University allows Students to request a Preferred Name to be utilized in certain University records and documents.

II. Purpose of Policy

The purpose of this Policy is to outline the use of a Preferred Name by Students. As long as the use of the Preferred Name is not for the purposes of misrepresentation or a legal name is required by University business, policy, or legal need, the University acknowledges that a Preferred Name will be used wherever possible.

Any Student may choose to identify themselves within the University’s information systems with a Preferred Name in addition to the person’s Legal Name; however, inappropriate use of this Policy including, but not limited to, avoiding a legal obligation or misrepresentation and those Preferred Names that do not comply with University policies, and if applicable, the Code of Student Conduct, may be denied. The University reserves the right to not accept a Preferred Name if it is deemed inappropriate by the Office of University Registrar (“Registrar”), including a Preferred Name that is obscene or fraudulent (e.g., purposely creates confusion with another person).

Students are not required to establish a Preferred Name; however, the Preferred Name is available to all Students. Even though some processes and functions require the use of a Legal Name, it is the University's intent that all offices use the Preferred Name as much as possible in general communications with Students. Electing to use a Preferred Name does not change one's Legal Name. Students who specify a Preferred Name that is different from their Legal Name agree that the designated name is, or will be, truly used to identify themselves.

Any assistance or questions about this Policy should be directed to registrar@louisiana.edu.

III. Applicability

This Policy is applicable to all current Students who desire to use Preferred Name.

IV. Definitions

1. **Legal Name:** is the name the individual is given at birth and which appears in a birth certificate recognized by a government or other legal entity, or the name on a marriage certificate or government issued document (e.g., court order) on which a legal name change is recorded.
2. **Preferred Name:** is a first name, other than the legal first name, by which a University Student prefers to be identified, which has been designated by the Student, has been approved by the University in accordance with this Policy, and resides in the Banner system. The Preferred Name will be used in place of a Student's legal first name on certain University records and documents.
3. **Students:** is any individual offered admission to the University and thereafter as long as the Student has a continuing educational interest in the University, as well as all individuals enrolled either part-time or full-time in University courses.
4. **Business Days:** are the weekdays Monday through Friday; less any national or University defined holiday.

V. Policy Procedure

A. Students Requesting a Preferred Name:

1. Students may request a Preferred Name by completing a Request for Preferred Name form available on the Registrar website at <https://registrar.louisiana.edu/services-resources/forms-applications>.
2. Upon submission of a Preferred Name request, the submission will be reviewed by the Registrar within two to three (2-3) Business Days. Students will receive an email notification from the Registrar (a) if their Preferred Name has been accepted and entered into the Student information system and Banner or (b) if their request was denied. If the Student's Preferred Name is not approved, the Student's Legal Name will remain as the only name on the Student's records.

B. Information System Preferred Name Updates:

1. Once a Preferred Name is approved by the Registrar, the person or department providing operational support for an information system and having responsibility for data maintenance and control methods will make the Preferred Name change, if appropriate.

2. The Registrar is responsible for routinely auditing the Banner system to ensure Preferred Names comport with this Policy.

VI. Enforcement

The Registrar is responsible for monitoring and enforcing this Policy. Students who misuse and/or abuse the use of a Preferred Name as required by this Policy may be reported for non-compliance to the Office of Student Rights and Responsibilities and disciplined under the appropriate Student Code of Conduct provisions. The University also reserves the right to remove Preferred Names that are deemed misrepresentative and suspend the Student's privilege to additionally update their Preferred Name.

VII. Policy Management

Upon adoption, the Provost and Vice President for Academic Affairs shall be the Responsible Executive for this Policy in charge of the management of this Policy. The Registrar is the Responsible Officer for this Policy. The Office of the University Registrar is the Responsible Office for this Policy.

VIII. Exclusions

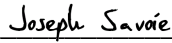
N/A

IX. Effective Date

This Policy shall be effective as of the date of adoption of this Policy.

X. Adoption

This Policy is hereby adopted on this 4/26/2022.

DocuSigned by:

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Dr. E. Joseph Savoie
President

XI. Appendices, References, and Related Materials

- ✦ [Student Request for Preferred Name Form](#)
- ✦ [Changing a Legal Name on University Records](#)

XII. Revision History

Original adoption date: 4/26/2022.